



DEPARTMENT OF THE ARMY
U.S. Army Forces Central Command - SA
RIYADH SAUDI ARABIA
APO AE 09852



#2002-13

POLICY LETTER #13 - AWARDS

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1. References:

- a. AR 37-47, Representation Funds of the Secretary of the Army.
- b. AR 600-8-22, Military Awards, 25 Feb 95.
- c. AR 672-20, Incentive Awards, 1 Jun 93.
- d. Third U.S. Army Policy Memo 98-04, Army Ideas for Excellence Program, dtd 15 Jun 98.
- e. Third U.S. Army Memo 00-53, Awards & Gifts, dtd 10 Oct 01.
- f. Title 10 U.S. Code, Section 1125.

2. Applicability. This Policy Letter applies to all military personnel and federal civilian employees assigned, attached, on temporary duty, or otherwise sent to Saudi Arabia to support ARCENT-SA. It also applies to any unit, section, detachment, or other organizational entity attached to or otherwise under the direction or control of ARCENT-SA. The term "federal civilian employees" includes individuals who have an employment or contractual relationship with the Department of the Army, Department of Defense, or any other U.S. Government agency.

3. The Army awards program objective is the recognition of deserving individuals through presentation of medals and certificates for acts of "exceptional service or achievement." This Policy Letter applies to awards to individuals and to the use of appropriated funds for awards.

4. PCS and Impact Awards:

a. Every soldier should be considered for an end of tour award. Whether an individual receives an award or not before departing ARCENT-SA should be based on his or her work performance while in this Command, and not on whether the leaders processed the award early enough. The challenge is to reward exceptional performance with an appropriate recognition using the many tools that commanders have at their disposal.

b. Soldiers in this theater, by virtue of their assignment are eligible for the following benefits and rewards for service in the AOR above and beyond that available to individuals in CONUS.

(1) Pay Benefits: Hazardous Fire Pay, Combat Tax Exclusion, and Tax-Free Reenlistments.

(2) Awards/Decorations: Army Forces Expeditionary Medal (AFEM)(1st award only, for Operation Southern Watch).

c. In addition to end of tour awards, leaders should consider the following means of recognizing good soldiers:

(1) Recognition in formation

(2) Personal notes

(3) Company, Battalion or Brigade letters of appreciation

(4) Excellence Coins

(5) Impact Awards (AAM's and ARCOM's)

(6) PCS Gifts

d. In determining what award, if any, should be recommended for a departing soldier, leaders must consider the soldier's entire work experience in this Command. Some examples of exceptional performance include but are not limited to, winners of crew competitions, soldiers/NCOs of the Quarter, soldiers performing in roles with distinction above their grade or experience level, or soldiers who perform above and beyond the call of duty for extended periods or in times of crisis. Determining the level of award is a difficult decision. Prior to recommending a specific award supervisors should first consider all possibilities for recognizing a soldier. I offer the following guidance regarding appropriate awards:

(1) Meritorious Service Medal - Performance equivalent to completion of a successful battalion command by a Lieutenant Colonel or Command Sergeant Major. An MSM is appropriate for soldiers who demonstrate outstanding achievement and service over an extended period of time while assuming a level of responsibility a vast majority of their peers would not even attempt to undertake.

(2) Army Commendation Medal - Performance equivalent to completion of a successful company command by a seasoned Captain or First Sergeant. It is equivalent to performance of a soldier or leader who has performed well above the requirements of his or her rank in successive positions of increasing responsibility or under unusual circumstances.

(3) Army Achievement Medal - Performance equivalent to that of soldier at least one or two grades in seniority (i.e., a sergeant assigned as a platoon sergeant.) This performance may be for extended service or for recognition of special achievements for important training or operations events.

e. Commanders must submit award recommendations through the chain of command and must ensure that the award recommendations and accompanying comments clearly justify the level of award recommended.

f. Rotational Commanders owe it to their soldiers to schedule an office call with me prior to submission of end of tour awards to provide me with a frame of reference to assist in the evaluation of any “batch” of awards. In the absence of other feedback I will rely on the written recommendation, my personal observations, input by my awards board, and my experience to make final decisions.

g. In every case, timeliness in submitting any award is imperative. The Army regulation and our SOPs require every award recommendation to meet specific timelines for consideration. Only on rare occasions can a supervisor or commander truly justify unexpected late award submissions.

h. Every soldier should also have the chance to receive a gift from the Command at the end of his or her tour. The ARCENT-SA G1 has a sample of the recommended farewell gift from ARCENT-SA. Leaders should be encouraged to determine what gift their subordinates would like to receive at least one month prior to the Hail and Farewell preceding the departing soldier's departure date. All E7's and above are encouraged to take the standard ARCENT-SA gift as their farewell gift. The gift currently costs \$55 for the large framed gift and \$39 for the smaller version. The supervisor should collect the money for the farewell gift from the departing soldier, have an appropriate plaque affixed to the gift, and ensure that it is ready for presentation at least one day prior to the Hail and Farewell preceding the departure date.

5. Use of Appropriated Funds for Awards for Excellence:

a. The use of appropriated funds to purchase awards for excellence is authorized and may include trophies, plaques, buttons and similar devices, such as commander's coins. A determination of "excellence" or "outstanding duty performance" is within the commander's discretion. However, when appropriated funds are used to purchase awards for excellence, commanders must ensure the award is not presented merely to enhance esprit de corps, improve soldiers' morale, or other unauthorized purposes.

b. Only the ARCENT-SA Commander, ARCENT-SA Command Sergeant Major and rotational unit Battalion Commanders are authorized to use appropriated funds to purchase commander's coins. These authorities will approve all requests to award a unit coin to a deserving soldier under their command. This authority will not be delegated and they are not authorized to distribute coins to subordinates for the subordinates to give away to unit personnel.

c. Rotational units are limited to purchasing 200 coins with ARCENT-SA appropriated funds. Rotational units requesting unit specific coins will obtain the approval of the ARCENT-SA Commander prior to initiating the purchase request. Rotational units are encouraged to provide the ARCENT-SA Director of Contracting (DOC) with the name of a potential vendor for their unit coins. However, the ARCENT-SA DOC is the sole authority for entering into contracts for the Command and is responsible for obtaining the best value for the government. Accordingly, no rotational units should initiate any procurement actions without first obtaining the proper approvals from the ARCENT-SA Resource Management (RM) and DOC offices.

d. The accountability requirements for unit coins purchased with appropriated funds are outlined in reference e above. The ARCENT-SA RM Office is responsible for overseeing the management control of ARCENT-SA Commander and Command Sergeant Major coins. Rotational Battalion Commanders will assign the duty of accounting for unit coins to an officer within the battalion. There are no exceptions to this requirement.

6. This Policy Letter does not address or limit the procurement and distribution of coins purchased with non-appropriated or personal funds.

7. This Policy Letter will remain in effect until rescinded or superceded. The ARCENT-SA Resource Manager is the point of contact for this Policy Letter.

AFRD-SA-CDR

SUBJECT: Policy Letter Number 13 – Awards

8. This Policy Letter supersedes and rescinds all previous Policy Letters on this subject.

THOMAS H. STANTON
COL, AD
Commanding

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